

SOUTH LAKE UNION PARK COMPLEX

860 Terry Avenue North, Seattle, WA 98109 (206) 684-7331 Fax (206) 684-4853

FACILITY USE RENTAL FORM

Name of Organization			
Contact Person (Please Print)			
Street Address		City	State Zip
Day Phone Even	Phone Evening Phone		
Month/Day/Year	Hours Reserved	l (a.m. / p.m.)	
Nature of Event	Es	timated Attendance	_ Admission Fee/Donation \$
REQUESTED SPACE:			EQUIPMENT*
Drill Hall]	Room 106	Tables
Officers Club (Room 217)]	Room 111	Chairs
Auditorium (Room 204)		Room 122	Other
Other		Room 127C	*Subject to Availability
I hereby certify that I am an authorized representative of the above organization, that the above statements are true to the best of my knowledge, and that I agree to be bound by the regulations and policies of the Seattle Department of Parks and Recreation.			
RENTER'S SIGNATURE:			_Date:
IN EMERGENCIES CALL: Kelly's Communications (206) 467-3005; follow instructions accompanying this form.			
Rooom Rental and Staff fees Other Charges & Equipment:			
Room rental fees include cost of one staff	person.	Other Charges & Equipment:	= \$
Additional Staff fee = $$20$ per hour.			= \$
Additional Staff x + 1 x \$20 = \$ (Rental Hours)		SUB-TOTAL OTHER COSTS	
Additional Staff x + 1 x \$20 = \$			
(Rental Hours)		Booking Fee (\$10.00 non-refunda	
Room x @ = \$		Floor Cleaning Fee (\$250.00)	
x @ = \$		Alcohol Costs (\$60.00 non-refu	
Room Hours		Damage Deposit (Refundable \$50 Other	
Room X Hours =	= \$	Other	= \$
SUB-TOTAL ROOM and STAFF COSTS :	=\$	TOTAL RENTAL COSTS	s = \$
Amendments to contract? Yes	(attached)	No	
Deposit § Ch	eck/Visa/MC		Date
Staff Signature		Receipt #	
Full Amount S Check/Visa/MC_			
Staff Signature			Receipt #
% of sales/admissions: § Ch	eck/Visa/MC		Date
Staff Signature			Receipt #

Facility Emergency Access Procedures

Facility renters are NOT allowed to the space or facility until the exact time as listed on the reverse side of this form.

If staff does not have the facility open at the reserved time, follow the instructions listed below:

- 1. Phone Kelley's Communications at (206) 467-3005.
- 2. Provide the following information:
 - Give them your name
 - Tell them the name of the facility and the address on the reverse side of this form.
 - Tell the time of your reserved event.
 - Relate any special circumstances affecting your event.

All other emergencies

- 1. Notify the staff at the facility
- 2. Identify the Emergency
- 3. Call 911 if necessary
- 4. The following information should be provided to staff or the 911 operator:
 - Give them your name
 - Tell them the name of the facility and address (for 911)
 - Explain the type of emergency
 - Answer any other questions that may be asked
 - For 911 calls stay on the line until released by the operator

Please NOTE:

If the Fire Alarm goes off, the building must be evacuated immediately. Fire Department Personnel must approve re-entry.